

# USER SECURITY

## Adding New Users, Changing a User's authority, or Deleting/Terminating Users

- To meet HIPAA Security Rule Administrative Safeguards Standards 45 CFR 164.308, the following procedure will be followed to add new users, change the authorization of existing users, or to terminate access for users. It is the responsibility of the business to notify the Vital Records Unit Training Coordinator when new user(s) are to be added, authorization changes need to be made, or to delete staff that have terminated or changed job responsibilities.
- Each employee will need a User-ID and unique password to access to the Vital Records ERS-II System. It is a **prohibited act** to use a generic password, sharing the User ID and passwords. Violation of this policy may result in termination of access to the Vital Records ERS-II system.
- With the subscription pages now active, you can go to the Subscription Home Page at <http://www.dhhs.ne.gov/vitalrecords/partners/>. You can review this page and select additional Event page(s) you would like to have access to for User Manuals, bulletins and updates of interest. If your email address changes, you will need to subscribe to the page(s) you are interested in with your new email address.

Please remember to also keep us informed of any email address changes so we can keep our system tables current.

It is very important that you notify our office immediately if anyone has left your employment so we can delete/terminate that user name from the system.

It is a violation of security policies to share your user name and password.

**Note:** Contact the Vital Records Training Coordinator (402-471-0919) to add a new user, change the security of a user, or terminate a user. The Vital Records Unit prefers this information to be sent by either email (Jackie.Fairbanks@nebraska.gov) or fax (402-742-8326). You can print a copy of the User Request Form to use to scan and attach to send as an email or fax to our office.

## Adding a New Employee/User

- Use of the Vital Records ERS-II system requires all new users to be registered. Notify the Vital Records Training Coordinator and provide the name of the new employee, the name of the business, the address of the business, the name of their supervisor, a contact telephone number, their work hours/days, and their email address.
- The Vital Records Training Coordinator will request Network security approval and that the DHHS Help Desk set up the new employee with a Citrix/Metaframe User-ID and default password. The DHHS Help Desk will contact the new employee directly to assist in logging on to Citrix/Metaframe.

### **Changing a current employee's application security**

- If an employee needs to change the security access the business will need to contact the Vital Records Training Coordinator or download and complete the form with the updates needed.

### **Terminating a User-ID**

- Employees that terminate or transfer to other responsibilities and not using the system should no longer have access to the application. Each business using the system is required to notify the Vital Records Training Coordinator to terminate the user's access. **OTHER USERS MUST NOT USE the ID** for a terminated or transferred employee. Sharing User ID's is a policy violation and may result in termination of access to the Vital Records ERS-II system.
- The Vital Records Training Coordinator will request the DHHS Help Desk delete the Citrix/Metaframe User ID.
- The Vital Records Training Coordinator will delete the Vital Records ERS-II system User ID.